



**HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-7600**

**ARMY BULLETIN NO. 44**

**21 October 2002**

**SCHEDULE OF WORK (CoS)**

**1. Duty Hours.**

a. The normal duty hours for the Full Time Support Force (FTSF) for the New Jersey Army National Guard is 0730 to 1700 hours daily.

b. The exception is the Friday prior to the Standard day Off (SDO). On these Fridays (usually two per month) the duty hours are 0730-1600 hours.

**2. Physical Training Time.**

a. Time is allocated three (3) times a week, during the duty day, to allow FTSF personnel to participate in Physical Training (PT). The normal PT days are Monday, Wednesday, and Friday. If a recognized holiday falls on a PT day or on SDOs, FTSF personnel are authorized to participate in PT on the following day (i.e. Monday is an SDO; PT is conducted on Tuesday, then again on Wednesday).

b. FTSF personnel can, with the approval of their FTSS and mission requirements, select which time of the day they wish to do PT. The PT times are 0730-0830, 1200-1300 (before lunch) or 1600-1700 hours. These times **are inclusive** of change and shower activities. Thus if the FTSF selects 0730-0830 it is expected that the individual will be at his/her workstation ready to work at 0830. Similarly, if the FTSF individual selects 1600-1700 hours that person will not leave his/her workstation until 1600 hours.

c. PT times are not transferable. That is, if a FTSF individual misses a PT on the standard PT day that person cannot, without prior approval of the Full Time Support Supervisor (FTSS) take time the following day to perform PT.

**3. Flexible Hours.**

a. Alternate work scheduled or flexible hours (flex time), that is, adjustments to the normal work day are not generally authorized for the FTSF of the NJARNG. However, for emergency situations, adjustments can be made to the workday schedule with the **prior written approval** of the FTSS for periods of short duration (not to exceed one month).

b. When unit/maintenance/logistics activities mission requirements make it necessary to designate a different administrative/basic workweek, the approval authority for this change **resides solely** with Chief of Staff (CofS) NJARNG.

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c. If any units and /or maintenance/logistics activities are currently on flexible time with approval prior to 01 February 2002, then the FTSS is required to submit, through the chain of command, to the CofS, NJARNG, justification for continuance NLT 01 December 2002.

OFFICIAL:

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